

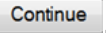


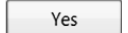


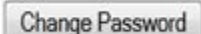



Registration Instructions for Single Sign-On

| ACTION | SSO REGISTRATION- CREATE SSO USER ID | NOTES |
|----------------------------|---|---|
| CREATE SSO USER ID | <ol style="list-style-type: none"> 1. Open web browser and type: https://sso.state.mi.us/. 2. Click the Register  button on the right hand side. 3. Fill in the required information indicated by the asterisk (*). Click Continue . 4. Enter a four digit number, or click to allow the system to generate one for you. 5. Type the number in the blue box above in the empty white box. Click Continue . 6. Review the User Registration Confirmation page. Click Submit . 7. Click Close . 8. Click Yes  indicating you want to close the window. | <ul style="list-style-type: none"> • Users must register a SSO User ID before gaining access to the site. • If you currently do not have an email address, you can create one for free by searching for “free email account” on the internet. • If any changes need to be made, click Back . • Your User ID is complete. You will receive an email to the email address you provided that includes your User ID and a temporary password that <i>must be used within 48 hours</i> before it expires. |
| ACTION | SSO REGISTRATION- CREATE SSO PASSWORD | NOTES |
| CREATE SSO PASSWORD | <ol style="list-style-type: none"> 1. Check your email for an email from SSO_TESTAdministrator@michigan.gov. 2. Click the All Other Application Users click here to login link located within the email. 3. Enter your User ID and temporary password in the corresponding boxes in the SSO login. 4. Click Login . 5. Copy and paste the old password in the corresponding box. Choose a new password and enter it in the two corresponding boxes. 6. Click Change Password . 7. Answer the six Challenge/Response questions. 8. Click OK . | <ul style="list-style-type: none"> • You may need to check your Junk Mail folder as sometimes this email will be sent there instead of your inbox. Make sure your email will allow you to receive emails from SSO_TESTAdministrator@michigan.gov. • If the link in the email is broken or does not direct you back to the SSO login, enter https://sso.state.mi.us/ into the search bar of your web browser. • Highlight your temporary password from the email, right click on the highlighted password, and select copy from the menu. Then right click the password box in SSO and select paste from the menu. • The password is <i>upper- and lower-case sensitive</i>, so be sure to enter it correctly both times (e.g. |

| | 9. Click OK <input type="button" value="OK"/> . 10. Click Done <input type="button" value="Done"/> . 11. You will be returned to the SOM-DCH Application Portal. | "PassWord111" is different than password111). |
|-----------------------|---|---|
| ACTION | SSO REGISTRATION- SUBSCRIBING TO CHAMPS | NOTES |
| SUBSCRIBING TO CHAMPS | 1. Click the Subscribe to Applications hyperlink on the Application Portal page. 2. Click the small black arrow in the first white box. Choose DCH-CHAMPS from the menu (approximately 2/3 of the way down). 3. Choose CHAMPS from the second drop-down menu. 4. Click Next <input type="button" value="Next"/> . 5. Complete the required fields on the CHAMPS subscription page. 6. Choose Provider/Other for CHAMPS User Type. 7. Click Continue <input type="button" value="Continue"/> . 8. Review and verify the information displayed. Click Confirm <input type="button" value="Confirm"/> if all entries are correct. 9. Click Close <input type="button" value="Close"/> . | <ul style="list-style-type: none"> If you do not have a work phone, you can enter a number where you are most reachable (e.g. house phone, cell phone). If the information is not correct, click Back <input type="button" value="Back"/> to correct it. |
| ACTION | SSO REGISTRATION- ACCESSING CHAMPS | NOTES |
| ACCESSING CHAMPS | 1. Return to https://sso.state.mi.us/ and enter User ID and password to access the Application Portal again. 2. Click on the CHAMPS hyperlink. 3. Read the MDCH Systems Use Notification and click Acknowledge/Agree <input type="button" value="Acknowledge/Agree"/> . 4. You will be directed to the CHAMPS home page and given access to New Enrollment and Track Application . | |